



CULPEPER COUNTY, VIRGINIA

ELEVATOR PERMIT APPLICATION

Building Department • 302 N. Main St., Culpeper VA 22701 • 540-727-3405 www.culpepercounty.gov

JOB (SITE) LOCATION _____ PERMIT NUMBER _____-_____
NAME OF PROJECT _____ TAX MAP # _____
STREET ADDRESS _____
CITY/TOWN _____ ZIP CODE _____

OWNER INFORMATION ☐ OWNER ☐ TENANT

NAME _____ PHONE NUMBER _____ CELL PHONE NO. _____
ADDRESS _____
City/Town State Zip Code

As the owner of the property listed above, I have assigned the following Contractor/Agent to pull this Building Permit on my behalf.

CONTRACTOR/AGENT NAME: _____ DATE: _____ Owner Signature _____

CONTRACTOR INFORMATION ☐ OWNER OF PROPERTY If owner is contractor Date of birth ____/____/____

BUSINESS NAME _____ PHONE NUMBER _____
ADDRESS _____
City/Town State Zip Code

VA STATE CONTRACTOR'S LICENSE # _____ CLASS _____ EXPIRATION _____
Online verification _____ P/T initial Class 'C' must submit copy of Contract w/ all signatures & Amount

CONTRACTUAL INFORMATION

CONTRACT AMT \$ _____ TOTAL SQ.FT. _____ EST. TIME OF CONSTRUCTION _____

Scope of Work: ☐ Residential 2009 IRC ☐ Commercial 2009 IBC Number of Elevators: _____

Description of work: _____

CONTACT PERSON ...Person to answer Plan Review Questions & Permit Pick Up

NAME _____ DAY PHONE # _____
E-MAIL _____ CELL PHONE # _____

Elevator/escalator contracting means the service which provides for installation, repair, improvement or removal of elevators or escalators permanently annexed to real property. A firm holding an EEC license is responsible for meeting all applicable tradesman licensure standards. No other classification or specialty service provides for this function. **By VA Board of Contractors**

It is the responsibility of the person issued this permit to insure adherence to all zoning and building regulations. It is the responsibility of the person to schedule all necessary inspections and understand a final inspection will be necessary to close this permit. Refunds will be paid only if work has not been performed and must be submitted in writing within six (6) months of expiration, revocation or discontinuance.

Owner or Authorized Agent _____ Print Name: _____ Date: _____

Application reviewed and accepted by _____ Permit Tech

AFFIDAVIT

☐ OWNER/TENANT--Acting as Contractor
(Owner/Tenant cannot construct NEW
construction, Remodels/Repair only)

☐ CONTRACTOR Business Name: _____

Print Individual's Name: _____

I affirm that I have applied for a building permit to erect a structure or repair or improve an existing structure on said land known as (site address) _____ Tax Map No. _____.

I affirm that I am aware of the provisions of Title 54.1, Chapter 11, Code of Virginia that requires a contractor to be properly licensed before he may bid or undertake contracting work of \$1,000 or more. I further certify that I am familiar with the responsibilities of an awarding authority specified in Section 54.1111 of the Code which prohibits any awarding authority from issuing permits or allowing the issuance of such permits to any contractor not properly licensed under the provisions of the Code, and that to do so would constitute the commission of a misdemeanor.

I affirm that I understand that a contractor must be licensed as follows (please indicate your class); ☒ **Class C** contractor for any job of \$1,000 or more, but less than \$10,000; ☐ **Class B** contractor for any job of \$10,000 or more but less than \$120,000; and **Class A** contractor for any job of \$120,000 or more.

I affirm that I am duly licensed under the terms of Title 54.1, Chapter 11, Code of Virginia to carry out or superintend this work; OR I am not subject to licensure as a contractor, subcontractor, or owner-developer pursuant to such title. I affirm that I have paid in full any license fees required by any county, city, or town so as to qualify me to bid upon or contract for the work for which this permit has been applied.

This permit becomes null and void if work or construction authorized is not commenced within 6 months after permit issuance, or if construction or work is suspended or abandoned for a period of 6 months at any time after work is commenced. A renewal fee of \$25.00, plus 2.0% State Levy (\$25.50) shall be applied for 6-month period of inactivity, not to exceed the initial cost of the permit.

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not, the granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

Authorized Signature

Print Name

Date

3 sets of plans are required with all Commercial projects. Administrative fee of \$75.00 is due at time of submission of plans. The Admin fee is non-refundable if the project is canceled or abandoned. The Admin fee will be applied to the total permit fee once approved and priced.

FEE SCHEDULE TO BE COMPLETED BY ADMINISTRATIVE STAFF

Permit Fee Schedule	Fee Schedule	Actual Sq. Ft. Provided by Plan Review	Actual Permit Fee	Comments
Administrative Fee				Non refundable
Permit Fee	\$50.00			
Other Define				
Plan Review, if applicable	\$125.00			
PERMIT FEE			\$	
State Levy	2%			
Less Admin Fee, if applicable			()	
TOTAL PERMIT				